



Adding a Secondary Logon

Tutorials

Tutorials to provide assistance with functionality included within **myconneCT**

- > [How do I create a username?](#)
- > [How do I file a Sales Tax return?](#)
- > [More Tutorials](#)

File 1099-MISC

Submit bulk file for 1099-MISC and associated CT-1096.

- > [File 1099-MISC/CT-1096](#)
- > [Find a Submission](#)

Additional Links

Navigate to other relevant DRS Sites

- > [New Business/Need a CT Registration Number?](#)
- > [TSC Homepage](#)



The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

Once you are logged in to **myconneCT**, the Summary page is displayed. To add a Secondary Logon, click the **Manage my Profile** hyperlink.

NATURAL HEALTH LLC

21422144000
800 MAPLE AVE
HARTFORD CT 06114-2322

Welcome, Jane Smith

You last logged in on Friday, Jan 10, 2020 11:17:49 AM

[Manage My Profile](#)

[Summary](#) [Action Center ⁷](#) [Settings](#) [More...](#)

Filter

Sales & Use

NATURAL HEALTH LLC
800 MAPLE AVE
HARTFORD CT 06114-2322

Return Period Ending On 31-Dec-2020 > [File Now](#)

Annual Filer

Due

31-Jan-2021

Account

CT Tax Reg No: 21422144000

Account ID: 0108824360

Balance

\$100.00

> [View/File Returns and View Period Detail](#)

> [Make a Payment](#)

Withholding

Payroll
NATURAL HEALTH LLC
800 MAPLE AVE
HARTFORD CT 06114-2322

Return Period Ending On 31-Dec-2020 > [File Now](#)

Quarterly - Payroll Filer

Due

31-Jan-2021

 **Profile**

Name

Jane Smith

[Update Name](#)

My Email

email@email.com

[Change Email](#)

My Phone Number

+1 (555) 555-5555

[Edit Phone Number](#)

 **Security**

Password

Last changed January 10, 2020

[Change Password](#)

Secret Question

What is the first name of your best friend from childhood?

[Update Your Secret Question](#)

Click the **More...** hyperlink.



Access

Manage access of accounts I have access to.

- > Add Access to Another Business
- > Manage Your Access
- > Manage Third Party Access



My Users

Manage users who work for me.

- > Manage Secondary Logons



Payment Channels

Manage my bank accounts used to make payments on myconneCT.

- > Manage Payment Channels

Locate the **My Users** group and click the **Manage Secondary Logons** hyperlink.



Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.

- > Search Submissions



Messages

View messages I've received from the agency.

- > View Messages



Activity

View my activity on myconneCT.

- > View Activity

[< My Profile](#)

Secondary Logons

You can create and manage logons that only have access to customers and accounts that you have access to. These logons will act on your behalf to perform tasks such as filing returns and making payments for your business or clients.

[Secondary Logons](#) [Customer Security](#) [Security Groups](#)

Logons

[Add](#)

Logon	Name	Email	Access Type
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There are no logons.

Click the **Add** hyperlink.

[Secondary Logons](#)

Create a Logon for Someone Else

Logon

SecondaryNaturalHealth

Name

Jim Smith

Email

Email@email.com

Confirm Email

Email@email.com

Secondary Logons

- Perform work on your behalf.
- May only have access to customers and accounts that you have access to.
- Will lose access to customers and accounts that you lose access to.
- Will have their logons cancelled when your logon is cancelled.
- Can have their access managed for all customers and accounts.

Cancel

Save

Enter the Secondary Logon details, then click **Save**.

Note: Be sure to provide the email for the individual who will use the Secondary Logon.

< Secondary Logons

Secondary Logon

Full Access

SecondaryNaturalHealth

Jim Smith

email@email.com

- > Change Access
- > Resend Logon Access Email
- > Deactivate Access

Settings Activity

Security Groups

Default

[Change](#)

Account Access

Admissions and Dues

Sales & Use

Tourism

Withholding

[Change](#)

 SecondaryNaturalHealth has been given Full Access access to log in. A confirmation email will be sent to Email@email.com with further instructions.

[OK](#)

Once you have entered the Secondary Logon details, an email will be sent to the email address you entered. In the email, the individual will be prompted to go to **myconneCT** and create a password for the Secondary Logon. Click **OK**.

[Secondary Logons](#)

Secondary Logon

Full Access

SecondaryNaturalHealth

Jim Smith

email@email.com

- [Change Access](#)
- [Resend Logon Access Email](#)
- [Deactivate Access](#)

[Settings](#) [Activity](#)

Security Groups

[Change](#) Default

Account Access

[Change](#)

- Admissions and Dues
- Dry Cleaning Establishment
- Prepaid Wireless E-911
- Rental
- Room Occupancy
- Sales & Use
- Tourism
- Withholding

By default, Secondary Logons have the same access as the person creating the Secondary Logon. From here, you can select which tax types the Secondary Logon should have access to in **myconneCT**.

Click the **Change** hyperlink to make changes to the Secondary Logon access.



[Click here](#) for more tutorials!